



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, sex, marital status, religion, political affiliation, ancestry, disability, age, medical condition, sexual orientation, religious/political opinion, or discrimination filing.

March 10, 2005

STAFF SERVICE ANALYST

(Long Beach)

Range A \$2632-\$3201

Range B \$2851-\$3465

Range C \$3418-\$4155

Under the general supervision of the supervisor of the Project Development Unit within the Planning and Development Section, the incumbent will perform, but is not limited to the duties listed below:

DUTIES AND RESPONSIBILITIES:

- Assist in the intake and coordination of reimbursable CEQA projects and engineering reviews;
- Keep track of deadlines, correspondence, and electronic documentation and database;
- Assist in the analysis and review of documents, selection of consultants and preparation of reports, presentations, and calendar items for Commission;
- Assist in the analysis of Northern California (fee and reimbursable based) gas projects, legal documents, drainage, and processing of applications and leases;
- Prepare and maintain data of current leases and those which have lapsed, help with quitclaiming lapsed leases and Commission deadlines on new lease developments;
- Maintain the information in existing lease databases and coordinate with GIS database personnel;
- Maintain MRMD websites and assist with graphics and presentations as needed;
- Provide support to the Finance and Economics section and other sections of the MRM Division as needed.
- Provide support to audit staff in conduct of field audits for oil and gas and geothermal leases as required;
- Perform research of Commission files to locate documents and records pertinent to ongoing audits;
- Assist the royalty accounting staff with special projects that insure the State is being paid properly and verify output of royalty accounting software database to ensure accuracy;
- Assist and support staff in the evaluation of State/Lessee profit sharing agreements.

DESIRABLE QUALIFICATIONS:

- Exercise a high degree of initiative, independence and originality in the performance of assigned tasks;
- Emphasize good judgment regarding prioritization of work backlog;
- Excellent oral and written communication skills;
- Excellent work habits and attendance;
- Willingness to accept work assignments and responsibility;
- Ability to establish and maintain a good working relationship with all levels of staff and other governmental, public and private agencies;
- Familiarity with Microsoft Office and Database;
- Ability to read and understand legal documents (leases);
- Knowledge in finance and/or the oil industry.

POSITION LOCATION:

200 Oceangate, 12th Floor
Long Beach, CA 90802

HOW TO APPLY:

Submit resume & standard State application to:
California State Lands Commission
Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202

Telephone: (916) 574-2503
FAX (916) 574-1915

Final Filing Date: April 1, 2005

WHO MAY APPLY:

State employees with transfer eligibility, reinstatement eligibility or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

Former State employees with reinstatement eligibility or employment list eligibility

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.